

UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF WEST VIRGINIA

In re

GENERAL ORDER 03-02

GENERAL ORDER REGARDING VERIFICATION OF SOCIAL SECURITY NUMBERS

Bankruptcy Rule 1007(f) requires that a debtor file a verified Statement of Social Security Number with the petition. Accordingly, it is

ORDERED that, in cases filed electronically, counsel for the debtor(s) shall file the original signed paper document entitled, *Declaration Re: Electronic Filing and Statement of Social Security Number(s)*, no later than five (5) days after the electronic filing of the petition. It is further

ORDERED that, in cases not filed electronically, counsel for the debtor(s), or the debtor if pro se, shall file the original signed paper document entitled, *Official Form 21, Statement of Social Security Number(s)*, as a separate paper document at the time of the filing of the bankruptcy petition. It is further

ORDERED that, when an involuntary petition is filed, the debtor or a representative of the debtor shall file a Verified Statement of Social Security Number within fifteen (15) days of the date of the filing of the involuntary petition.

The Clerk is directed to maintain the *Declaration Re: Electronic Filing and Statement of Social Security Number(s)* and the *Official Form 21, Statement of Social Security Number(s)* in files that are not accessible to the public. The Clerk may, at the Clerk's discretion, reduce these paper documents to electronic format. If reduced to electronic format, the Clerk shall store these files in a secure location that is not accessible to the public.

ENTERED: DEC 02 2003



RONALD G. PEARSON, JUDGE